



Detroit Department of Transportation
1301 East Warren, Detroit, Michigan 48207
General Information: (313) 933-1300
Michigan Voice Relay: 1-800-649-3777
www.RideDetroitTransit.com



RENEWAL FORM

December 22, 2015

MailFinance
478 Wheelers Farms Rd
Milford, CT 06461
Attn: Tim Delaney

RE: PO 2874694 – Postage Meter Services

Dear Mr. Delaney

The Department of Transportation (DDOT) has recommended a one-year renewal of the subject contract with your firm that expires on **January 13, 2015**. Please indicate, by signing below, whether your firm is willing to renew your contract under the same prices, terms and conditions as the original contract, or if there is any cost savings that your organization can supply or would you be agreeable to give us a ten (10%) percent reduction in your current prices.

By my signature below, I hereby advise, relative to the contract referenced above, that (check one)

- ☒ I will renew the contract ☐ I will NOT renew the contract
☐ I can supply and agree to a 10% cost reduction ☐ I would like to discuss reductions
☒ I can not supply cost reductions at this time

Signed: *Timothy Delaney*

Name Printed: TIMOTHY DELANEY

Title: SENIOR ACCOUNT MANAGER

Date: 1-4-15

This signed letter may be returned by email to arnitac@detroitmi.gov. If you have any comments, questions and/or concerns, please call me at (313) 833-7711.


Sincerely,

Amita Clark

Amita Clark
Contracting and Procurement Specialist
Office of Contracting and Procurement
arnitac@detroitmi.gov

SAM Search Results
List of records matching your search for :

Search Term : mailfinance*
Record Status: Active

ENTITY 	Mailfinance Inc.	Status:Active
DUNS: 150836872	+4:	CAGE Code: 3CSD7 DoDAAC:
Expiration Date: Jun 28, 2016 Has Active Exclusion?: No Delinquent Federal Debt?: No		
Address: 478 Wheelers Farms Rd		
City: Milford		State/Province: CONNECTICUT
ZIP Code: 06461-9105		Country: UNITED STATES



CITY OF DETROIT
FINANCE DEPARTMENT
PURCHASING DIVISION
1008 COLEMAN A. YOUNG
MUNICIPAL CENTER
DETROIT, MICHIGAN 48226
PHONE 313-224-4600
FAX 313-224-4374

IF THIS PURCHASE ORDER
DOES NOT AGREE WITH THE
BID YOU SUBMITTED,
PLEASE CONTACT THE
PURCHASING DIVISION.

Purchase Order

PURCHASE ORDER NO. REVISION PAGE

2874694 2 1

THE ABOVE NUMBER MUST APPEAR ON ALL INVOICES AND SHIPMENTS.

SHIP TO

1301 E Warren Ave
Detroit, MI 48207
United States

BILL TO

1301 E Warren Ave
Detroit, MI 48207
United States

SUPPLIER

MAILFINANCE INC
478 WHEELERS FARMS RD
MILFORD, CT 06461

SUPPLIER NO.	1110555	DATE OF ORDER/BUYER	11-JAN-13 A Clark	REVISED DATE/BUYER	19-JAN-16 A Clark
PAYMENT TERMS	Net 45	SHIP VIA	Supplier Option	F.O.B.	Delivered
FREIGHT TERMS	Your Delivery	REQUESTOR/DELIVER TO		CONFIRM TO / TELEPHONE	(800) 636-7678

LINE	ITEM NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	TAX
	FURNISH: POSTAGE METER LEASE AND MAINTENANCE, IN ACCORDANCE WITH RFQ 42513 AND YOUR ACCEPTED BID.						
	RENEWAL#1 EFFECTIVE DATE 1/14/15 - 1/13/16						
	RENEWAL#2 EFFECTIVE DATE 1/14/16 - 1/13/17						
	PROMPT PAYMENT ORDINANCE Payment for services (or goods) provided under this Contract (or Purchase Order) is governed by the terms of Ordinance No. 42-98 entitled "Prompt Payment of Vendors", being Sections 18-5-79 of the 1984 Detroit City Code.						
	The individual responsible for accepting performance and under this contract is Arnita Clark who may be reached at, (313) 833-7711.						
	The individual responsible for accepting payment under this contract is BABU ABRAHAM, who may be reached at, (313) 833-7985.						
	A valid invoice meets the following requirements:						
	Vendor Information: Full name of business, Federal Identification Number, unique invoice number, date of invoice, reference to City of Detroit purchase order number, part of item number (as referenced in the purchase order)						
	Quantity and Pricing Information: Description of goods or services, part or item number (as referenced in the purchase order), quantity of goods or services provided, unit price of goods or services provided, part or item subtotal (quantity * unit cost), discount terms (if applicable)						

CONTRACTS AND PURCHASES BETWEEN THE VENDOR AND THE CITY OF DETROIT ARE SUBJECT TO FEDERAL, STATE AND LOCAL LAWS INCLUDING, BUT NOT LIMITED TO, EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION • THE CITY MAY TERMINATE THE CONTRACT FOR CAUSE OR CONVENIENCE • NO CHANGES EFFECTIVE UNLESS AGREED TO IN WRITING BY CONTRACT AMENDMENT • ONLY SUCH GOODS WILL BE PAID FOR AS COMPLY EXACTLY WITH WRITTEN DESCRIPTION • WHEN SHIPPED VIA COMMON CARRIER, MAIL SHIPPING NOTICE DIRECTLY TO RECEIVING POINT • CASH TERMS DATE FROM RECEIPT AND ACCEPTANCE OF GOODS AND CORRECT INVOICE • PATENTS-CONTRACTORS SHALL PROTECT AND INDEMNIFY AGAINST EXPENSE OF ANY NATURE, SHALL BEAR COST OF ANY SUITS WHICH MAY ARISE, AND SHALL PAY ALL DAMAGES WHICH MAY BE AWARDED AGAINST THE CITY FOR THE USE UNDER THIS SPECIFICATION OF ANY PATENTED DEVICE, PROCESS, APPARATUS, MATERIAL OR INVENTION • THE CITY RESERVES THE RIGHT TO AUDIT EMPLOYEE PAYROLL RECORDS TO VERIFY LABOR CHARGES UPON 72 HOURS NOTICE.

Total

Continued

DocuSigned by:

Boysie Jackson

E7BD9F26E53A4D0...

1/21/2016

PURCHASING DIRECTOR'S SIGNATURE
NOT VALID WITHOUT AUTHORIZED SIGNATURE



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FINANCE DEPARTMENT
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LINE	ITEM NUMBER / DESCRIPTION	DELIVERY DATE	QUANTITY	UNIT	UNIT PRICE	EXTENSION	TAX
	Delivery Information: Location and date of delivery of goods or services provided, delivery terms (as referenced in the purchase order agreement)						
	Purchase Agreement Effective From: 14-JAN-13 To: 13-JAN-17 Amount Agreed: 11,805.64						
1	516773 POSTAGE MACHINE, LEASE/MAINTENANCE, MONTHLY			Mont	248.43		

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Total

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